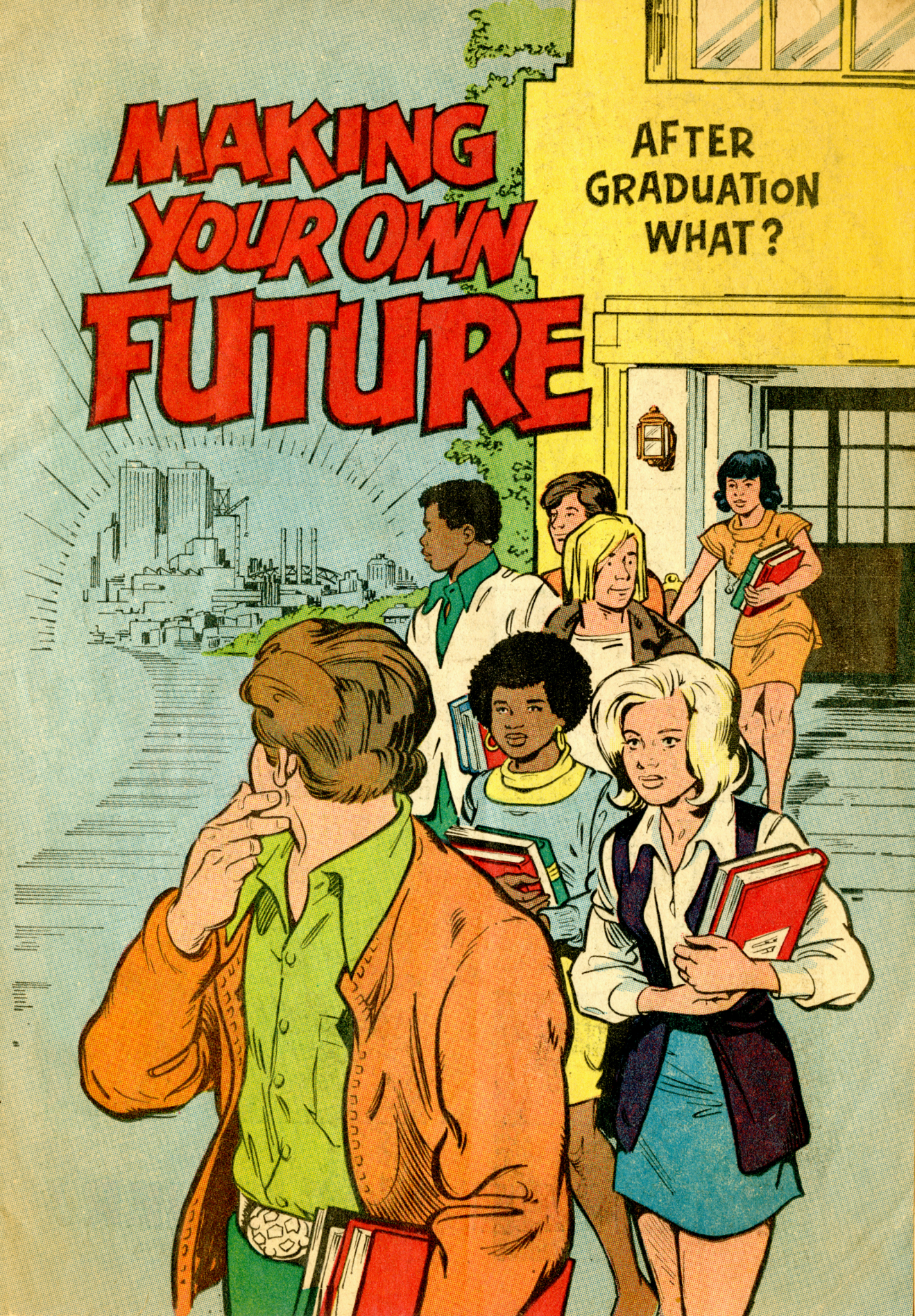
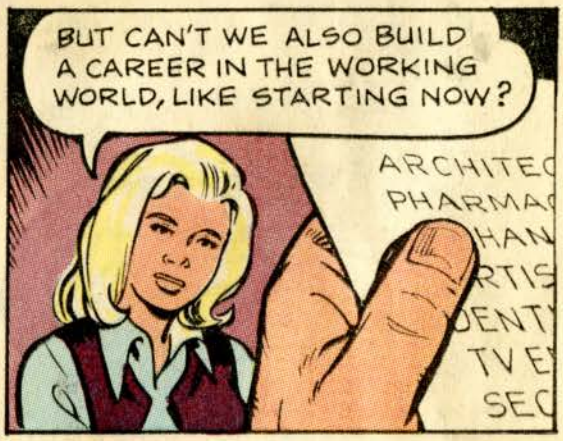
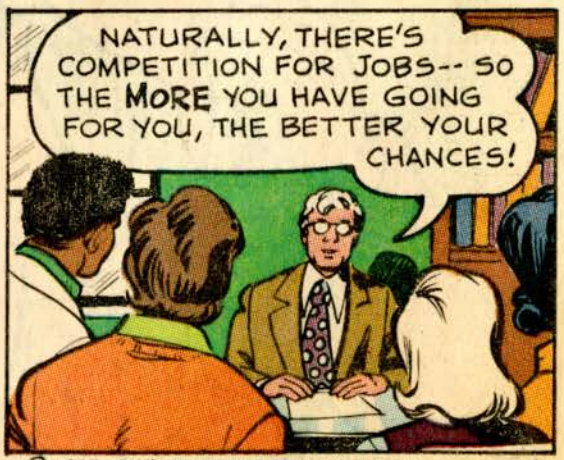

MAKING YOUR OWN FUTURE
AFTER GRADUATION WHAT?

I'M GOING INTO MEDICINE OR LAW... SOME PROFESSION!
I'M GOING TO GET A JOB.. AND THEN MARRIAGE.
I LIKE MECHANICS!
I NEED TO MAKE MONEY TO HELP MY FAMILY...
GUIDANCE COUNSEL
ACTUALLY THERE ARE TWO MAIN DIRECTIONS
YOU CAN GO INTO THE PROFESSIONS OR INTO THE WORLD OF WORK!





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HERE'S HOW TO PUT IT ALL TOGETHER!

WHEN YOU ARE STARTING OUT, EVERY JOB IS AN "ENTRY" JOB... BECAUSE YOU SIMPLY HAVE TO START SOMEWHERE

JOB TITLES...?
SANITARY ASSISTANT?
DON'T BE PUT DOWN BY THE JOB TITLE... IT'S THE JOB YOU'RE DOING AND WHERE IT LEADS YOU THAT COUNTS!
YOU'LL START AS SHIPPING CLERK FOR PURPOSES OF OUR ACCOUNTING DEPARTMENT...
BUT ACTUALLY YOU'LL BE WORKING WITH THE TRAFFIC MANAGER!
THIS IS WHERE I STARTED 15 YEARS AGO! WELCOME!
WORKING AS A LAB ASSISTANT WILL BE GOOD EXPERIENCE FOR A SCIENCE CAREER!
HOW WILL CLEANING PRESSES HELP ME?
IT'S A GOOD PLACE TO START GETTING A FEEL FOR MACHINERY!
GEE, IT LOOKS LIKE THE TYPES OF JOBS WE CAN GET JUST OUT OF SCHOOL ARE PRETTY LIMITED... WE'VE SO LITTLE EXPERIENCE.
NO... HOBBIES, CLUBS, SPORTS, EVERYTHING YOU DID AT SCHOOL COUNTS WITH AN EMPLOYER!
ALL YOUR ACTIVITIES ARE VERY VALUABLE:
HOBBY
JOBS
PHOTOGRAPHY { CAMERA SHOP, ART STUDIO, PHOTO STAT, NEWSPAPER
CARS ..... { MECHANIC, AUTO PARTS CO., CAR SALES
GUITAR ..... MUSIC SHOP

HOW TO LOOK

NEW JOBS ARE OPENING UP ALL THE TIME...THE THING IS TO FIND OUT **WHERE** THE JOBS ARE... AND HOW TO MAKE **CONTACT!**

1. LOOKING ON YOUR OWN

READ THE WANT ADS... YOU CAN EVEN PUT IN AN AD YOURSELF.

YOU CAN CALL DIRECTLY ON COMPANIES OR GOVERNMENT DEPARTMENTS.

IF YOU APPLY BY LETTER, KEEP IT BUSINESSLIKE AND SHORT... ASK A SKILLED PERSON TO HELP YOU...

PERSONS WITH PARTICULAR SKILLS CAN ***CREATE*** JOBS.

LET'S START OUR OWN COMPANY! WE'RE GOOD MECHANICALLY!
WE'LL NEED SOME CAPITAL TO START WITH.
TOWNE SHARPENING SERV
POWER EQ CENTE

FOR A JOB

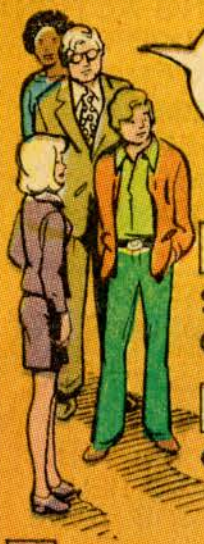
AND WHERE DO I GO?
YOU'VE GOT 2 BASIC WAYS OF TAKING ACTION:
1 GO OUT AND LOOK ON YOUR OWN OR CREATE A JOB YOURSELF.
2 GET PROFESSIONAL HELP FROM AN EMPLOYMENT AGENCY.

2. USING EMPLOYMENT AGENCIES

WHAT'S THE ADVANTAGE OF USING AN AGENCY?
THEY WORK FOR YOU!!
THE EMPLOYMENT AGENCY GUIDES YOU, ADVISES YOU, AND HELPS YOU LAND THAT JOB... YOU GET PROFESSIONAL HELP.
COUNSELLOR

AS YOUR REPRESENTATIVE THEY GET ON TOP OF THE JOB MARKET FOR YOU -- LIKE FINDING WHERE THE JOBS ARE... WHO NEEDS WHAT AND HOW MUCH EACH SKILL PAYS.
AND THEN THEY SORT OF SELL ME, RIGHT?

GETTING STARTED



HERE'S A BASIC CHECKLIST OF THINGS YOU'LL ALWAYS NEED WHEN LOOKING FOR A JOB...

☐ SOCIAL SECURITY CARD

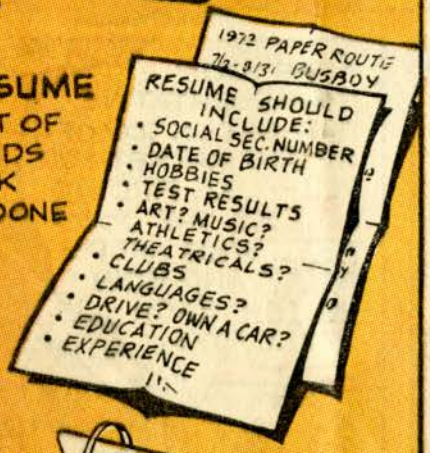
☐ BIRTH CERTIFICATE

☐ DIPLOMA OR CERTIFICATE

☐ WORKING PAPERS (IF NEEDED)

☐ DRIVER'S LICENSE (IF ANY)

☐ RESUME AND LIST OF ALL KINDS OF WORK YOU'VE DONE



WHY NOT KEEP THEM IN A STURDY ENVELOPE

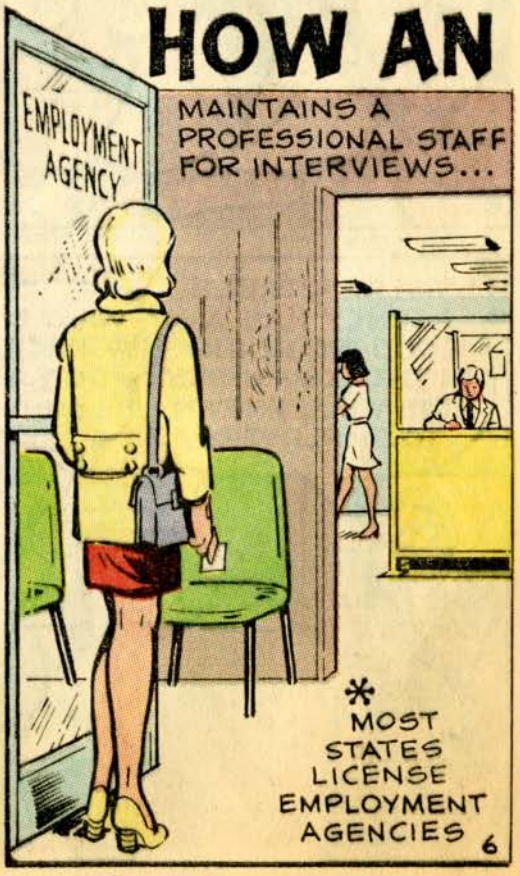
IN A HANDY PERMANENT PLACE

HOW TO

THERE ARE GOVERNMENT SERVICES... AND PRIVATE AGENCIES *

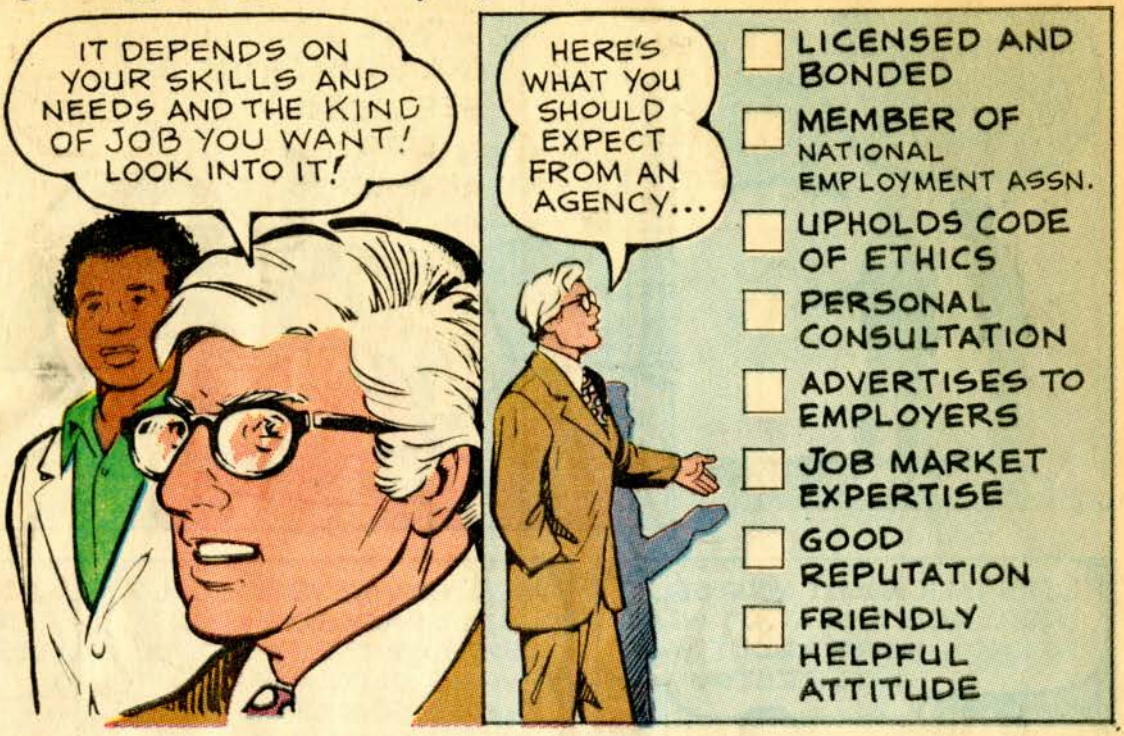
WHICH SHOULD I CHOOSE?

HOW AN



* MOST STATES LICENSE EMPLOYMENT AGENCIES

SELECT AN AGENCY


IT DEPENDS ON YOUR SKILLS AND NEEDS AND THE KIND OF JOB YOU WANT! LOOK INTO IT!
HERE'S WHAT YOU SHOULD EXPECT FROM AN AGENCY...
☐ LICENSED AND BONDED
☐ MEMBER OF NATIONAL EMPLOYMENT ASSN.
☐ UPHOLDS CODE OF ETHICS
☐ PERSONAL CONSULTATION
☐ ADVERTISES TO EMPLOYERS
☐ JOB MARKET EXPERTISE
☐ GOOD REPUTATION
☐ FRIENDLY HELPFUL ATTITUDE

AGENCY WORKS

KEEPS A RECORD OF YOUR SKILLS AND EXPERIENCE ON FILE...
VISITS EMPLOYERS AT THEIR PLACES OF BUSINESS...
KEEPS ABREAST OF CHANGING TRENDS AND NEEDS OF COMPANIES AND MAINTAINS CONTACT WITH AGENCIES IN OTHER AREAS...
WHO PAYS FOR YOUR SERVICE?
NORMALLY YOU WILL, SOMETIMES YOUR EMPLOYER DOES. BUT NO ONE DOES UNTIL YOU ACCEPT THE JOB OF YOUR CHOICE!

HOW AN AGENCY HELPS

WHAT HAPPENS WHEN I GO TO AN EMPLOYMENT AGENCY?
OKAY, HERE'S A TYPICAL CASE...
GOOD MORNING, I'M FRED BROWN. I'M LOOKING FOR A JOB... I'VE NEVER APPLIED FOR A JOB BEFORE.
NICE TO SEE YOU, MR. BROWN... FIRST LET'S FILL OUT THIS APPLICATION SO WE CAN GET STARTED HELPING YOU...
LET'S TALK ABOUT YOURSELF, FRED. HAVE A SEAT... I WANT TO KNOW MORE ABOUT YOUR INTERESTS.
WELL, NOW WE'VE EXPLORED YOUR BACKGROUND IN DEPTH... WE'VE FOUND YOU HAVE QUITE A FEW THINGS GOING FOR YOU TO INTEREST AN EMPLOYER!
NOW, LET
AMONG
LISTINGS
AN
THANKS, MR. JONES, FOR YOUR HELP! DO I TAKE MY RECORDS ALONG?
BY ALL MEANS! AND HERE'S THE JOB-- GO GET IT!
COME BACK HERE RIGHT AFTER THE INTERVIEW AND TELL ME ABOUT IT.
LATER..
HOW DID
GO?
I DON'T KNOW... I DON'T
THINK I MADE
IT...

YOU FIND EMPLOYMENT

HOW DO I ANSWER THIS?
WHY DON'T YOU PUT DOWN ANY SUMMER OR AFTER-SCHOOL JOBS YOU HAD.
ALL FINISHED!
FINE! I SEE YOU'RE INTERESTED IN CLERICAL WORK. LET ME INTRODUCE YOU TO MR. JONES... HE'S OUR SPECIALIST IN THAT FIELD.
JONES
'S SEE WHAT'S OUR CURRENT --- AH! HERE'S N EXCELLENT OPPORTUNITY! HOW DOES THIS SOUND?
HELLO, MR. BAKER... I HAVE A QUALIFIED PERSON FOR THE CLERK JOB YOU HAVE OPEN... GOOD... I'LL SEND HIM OVER!
I SET UP AN APPOINTMENT FOR YOU. NOW LET ME GIVE YOU SOME INSIDE TIPS ON HOW TO PREPARE AND PRESENT YOURSELF IN A WAY THAT SELLS...
IT
LET'S GO OVER YOUR INTERVIEW AND SEE IF WE CAN MAKE ANY IMPROVEMENTS. THEN I'LL CALL MR. BAKER AND SEE WHAT'S WHAT!
SUPPOSE I BOMB OUT?
DON'T WORRY, WE'LL CONTINUE GIVING YOU LEADS AND KEEP WORKING WITH YOU! HERE'S ANOTHER INTERVIEW WE'VE SET UP FOR YOU...

HOW TO GET THE JOB

WOULDN'T PLENTY OF MAKEUP MAKE ME LOOK MORE MATURE?
NO! LOOK NATURAL!
HAIR NEAT
SIMPLE JEWELRY
PERFUME? MINIMUM! IT MIGHT OFFEND!

TOO MUCH HAIR.. BEARD... TOO FAR OUT APPAREL... COULD RULE YOU OUT!
THIS MIGHT BE A CONSERVATIVE COMPANY... I BETTER KEEP IT DOWN FOR NOW!

THE INTERVIEW...
GOSH, THEY'LL NEVER HIRE ME!
LISTEN, I'M A HOT PROPERTY! I'LL INTERVIEW THEM!
UH OH... SUPPOSE I GOOF!
COOL IT! THE INTERVIEW IS THE MOST IMPORTANT STEP IN GETTING THE JOB!

COME ON WITH CONFIDENCE
(WITHOUT BEING ARROGANT)

SELL YOURSELF
(WITHOUT EXAGGERATING)

KEEP YOUR QUESTIONS SPECIFIC
(WITHOUT BEING IMPERTINENT)

LISTEN CAREFULLY
(WITHOUT CLAMMING UP ENTIRELY)

WE DON'T LIKE WAY OUT TYPES .. HOW DO YOU FEEL ABOUT MINISKIRTS?
PERSONALLY, I LIKE TO WEAR THEM BUT IF THE COMPANY HAS A POLICY AGAINST IT, OF COURSE I'LL NOT WEAR THEM ON THE JOB!
...NOW DO YOU UNDERSTAND THE PROCEDURE WE HAVE HERE?
I BELIEVE I DO, SIR.. DO YOU HAVE A COMPANY POLICY SHEET I CAN TAKE WITH ME TO STUDY?

EXIT GRACEFULLY
(COURTESY AND THOUGHTFULNESS PAY OFF)

YOU'LL HEAR FROM US!
THANK YOU VERY MUCH FOR YOUR TIME, SIR!
✓TIP...
A SHORT, NEAT THANK YOU NOTE CAN GIVE YOU A REAL EDGE...
1492 NEW ST. SEATTLE, WASH.
MR. JOHN PAUL BANKING COMPANY NEW YORK, N.Y.
DEAR SIR:
THANK YOU FOR THE INTERVIEW.
I LOOK FORWARD TO HEARING FROM YOU, FOR I'M VERY INTERESTED IN THE POSITION.
SINCERELY,
Morty

DURING AN INTERVIEW, WHAT THE EMPLOYER LOOKS FOR:

UNDERNEATH ALL THAT – I WONDER WHAT HER REAL PERSONALITY IS LIKE??
IS THIS KID REALLY SOMEONE WHO'LL WILLINGLY START AT THE BOTTOM?
WILL HE TAKE PRESSURE?
WHAT ARE THE FRINGE BENEFITS LIKE? IS THE STEAM RADIATOR TOO CLOSE? I LIVE 20 MILES AWAY. CAN I LEAVE EARLY?
WILL SHE BE INTERESTED IN US?
DOES HE FIT INTO THE ORGANIZATION?
WILL SHE GET ALONG WITH THE OTHERS?
CAN I COUNT ON HER?
CAN HE DO THE JOB?

ON THE JOB

WHAT MOST COMPANIES EXPECT OF YOU

SHOW UP REGULARLY ON TIME

FRED BROWN ON THE PHONE.. CAR TROUBLE.. HE'LL BE AN HOUR LATE.

OKAY, GLAD HE LET US KNOW!

DO THE BEST YOU CAN

I DON'T UNDERSTAND THIS...

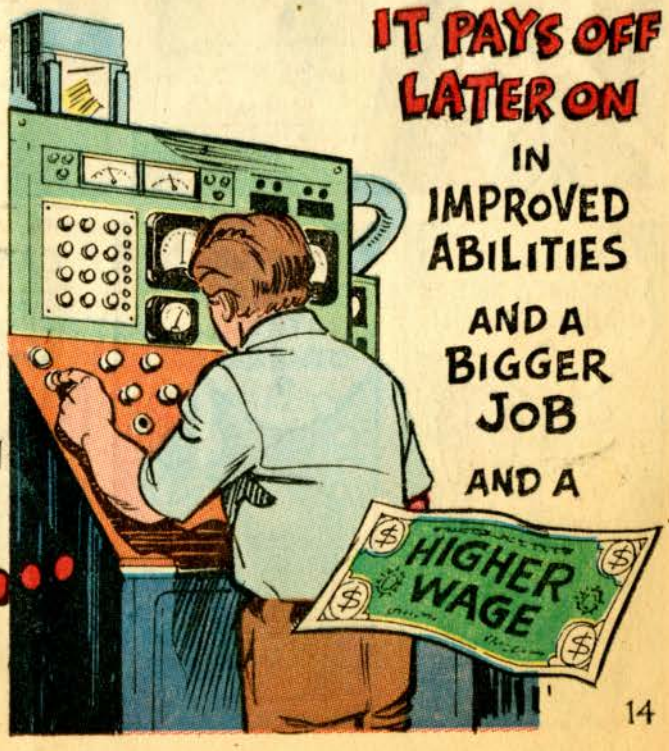
OKAY, IF YOU DON'T KNOW ABOUT SOMETHING --ASK!

SHOW AN INTEREST IN YOUR WORK

SAY... THIS WOULD WORK A LOT BETTER IF WE PUT A SLIP WASHER AT THE GROOVE AND A LOCK WASHER AT THE END!

OKAY, LET'S GO TO THE CHIEF ENGINEER AND SEE IF IT'LL WORK!

STAY WITH IT— GIVE THE JOB A CHANCE TO GROW...



IT PAYS OFF LATER ON IN IMPROVED ABILITIES AND A BIGGER JOB AND A

FILL IN THIS PRACTICE SHEET NOW SO IT'LL BE HANDY WHEN YOU NEED IT.

PRACTICE SHEET

MOST JOB APPLICATION FORMS ASK FOR INFORMATION LIKE THIS

YOUR NAME ▶ _____

ADDRESS ▶ _____

PHONE NUMBER ▶ _____ ◀ EITHER YOURS OR ONE WHERE YOU CAN BE REACHED FAST

SOCIAL SECURITY NUMBER ▶ _____

EDUCATION

NAME AND ADDRESS OF SCHOOL	YEARS ATTENDED	GRADUATED

WHERE HAVE YOU WORKED?

NAME AND ADDRESS OF COMPANY	EMPLOYMENT DATES	SUPERVISOR

ANY SPECIAL TRAINING? ▶ _____

▶ _____

▶ _____

SPECIAL INTERESTS ▶ _____

▶ _____

▶ _____

CLUBS OR SOCIETIES ▶ _____

▶ _____

HOBBIES ▶ _____

▶ _____

SOME PEOPLE WHO WILL VOUCH FOR YOU

NAME ▶ _____ PHONE ▶ _____

ADDRESS ▶ _____

NAME ▶ _____ PHONE ▶ _____

ADDRESS ▶ _____

NAME ▶ _____ PHONE ▶ _____

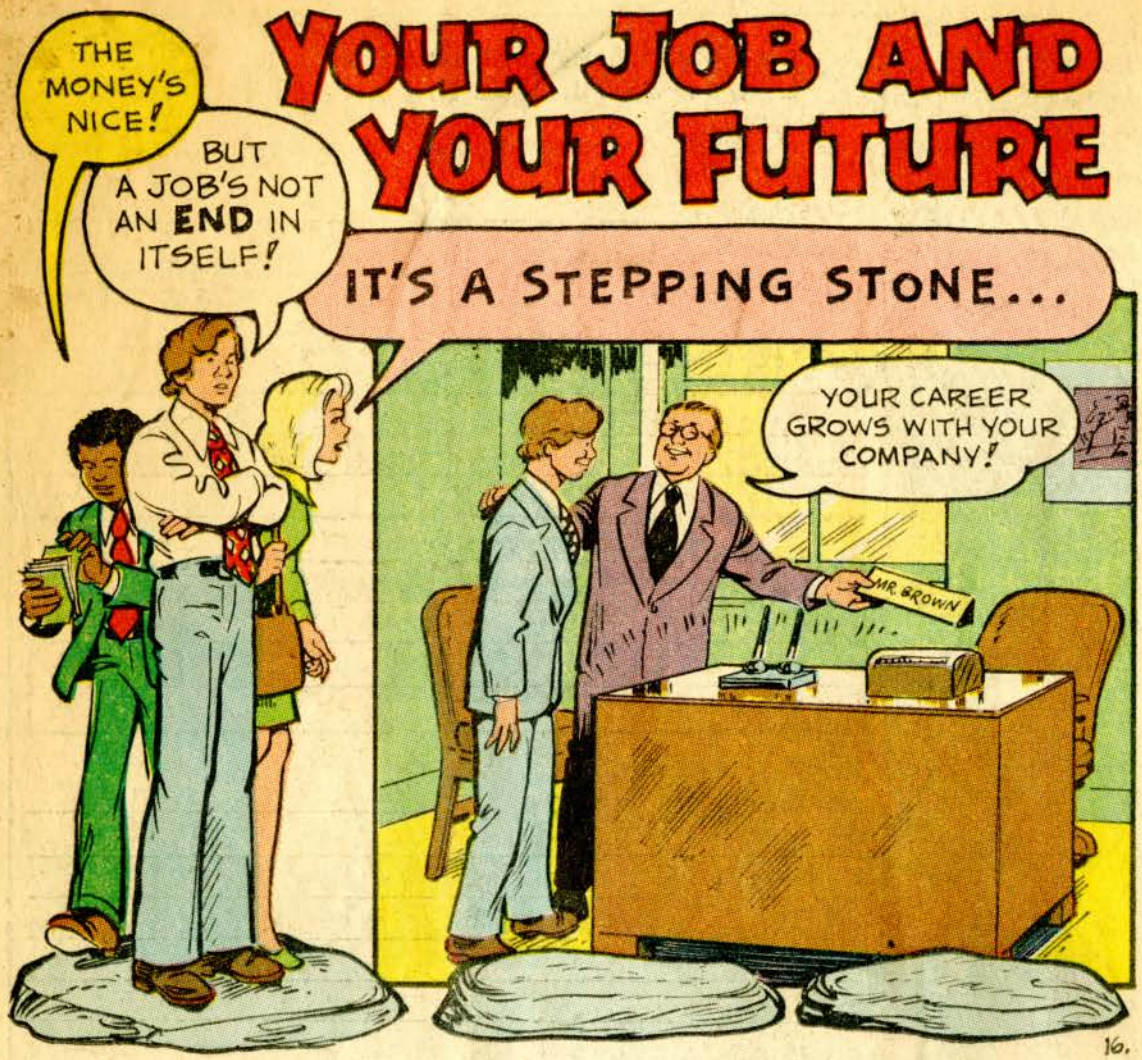
ADDRESS ▶ _____

OTHER INFORMATION ▶ _____

_____

_____

YOUR JOB AND YOUR FUTURE



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